



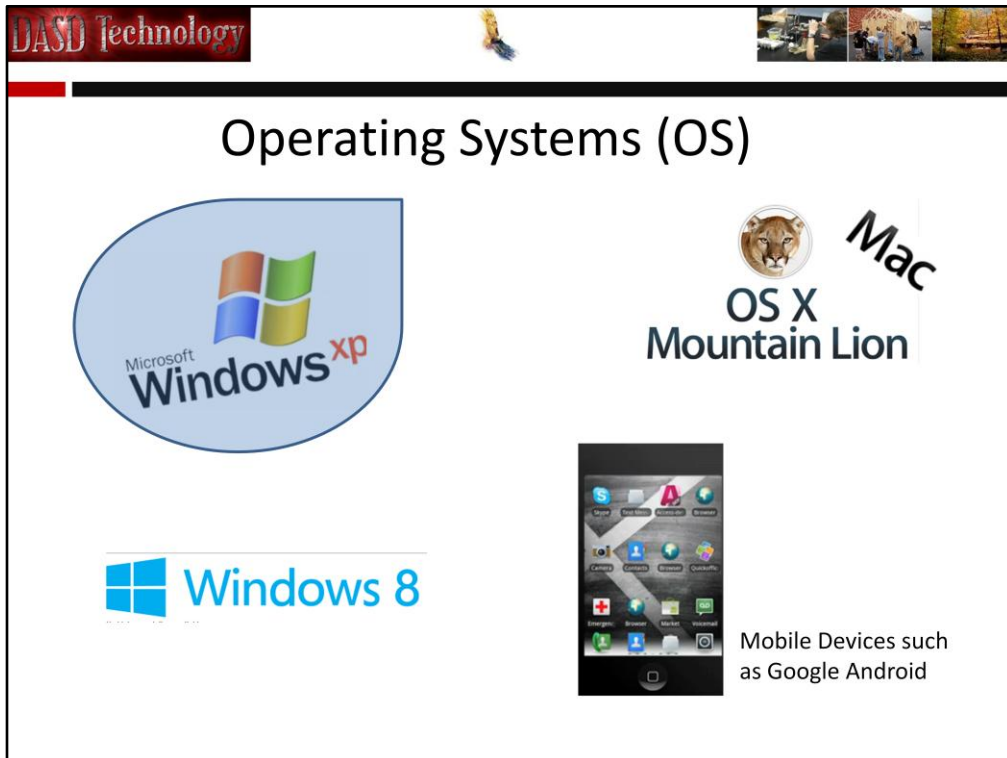
# Computer Basics

Tech Camp 2012

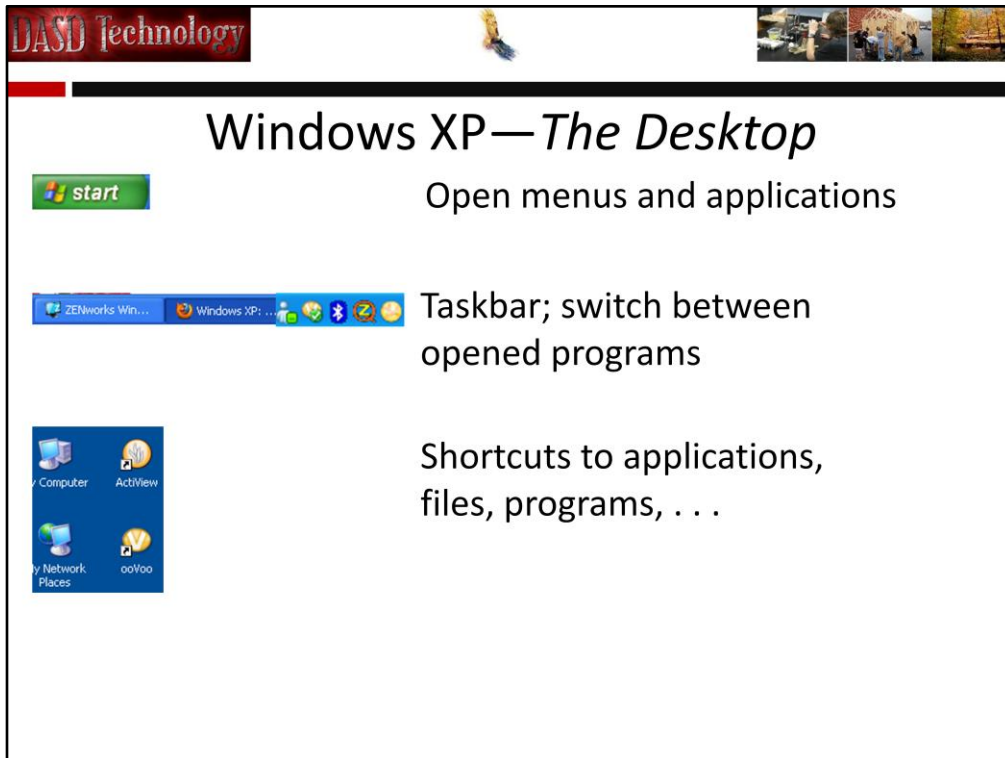


## Topics

- Operating Systems
- Mouse
- Creating/Moving Folders
- Moving/copying and renaming files
- Microsoft Outlook Email



Windows XP—most personal computers come preloaded with Windows OS  
MAC—Apple—Latest operating system is OS X  
Soon to be released windows OS is Windows 8  
OSs for mobile devices, such as Google Android  
Currently, the OS used in the district is Windows XP



START is most likely in lower left corner of computer screen; easy way to get to My Computer which will show your USB ports, available drives when logged in at school

TASKBAR: by clicking on icons can go to open programs

SHORTCUTS on desktop have a little arrow in lower left corner. The arrow means it is a shortcut to a file, program, image, ...



## Windows Explorer $\neq$ Internet Explorer

- Explore “things” **inside** your computer
- Opens automatically when any folder is opened
- Explore “things” **outside** your computer
- Mainly uses Internet





## Windows: Alt+Tab

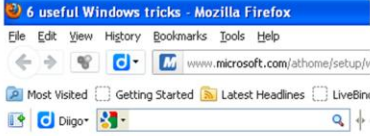


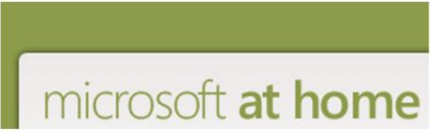
- Hold down the ALT and TAB key simultaneously
- At desired program, release both
- The desired program will have a box around it, most likely blue

**DASD Technology**



## Windows (and IE): Full Screen



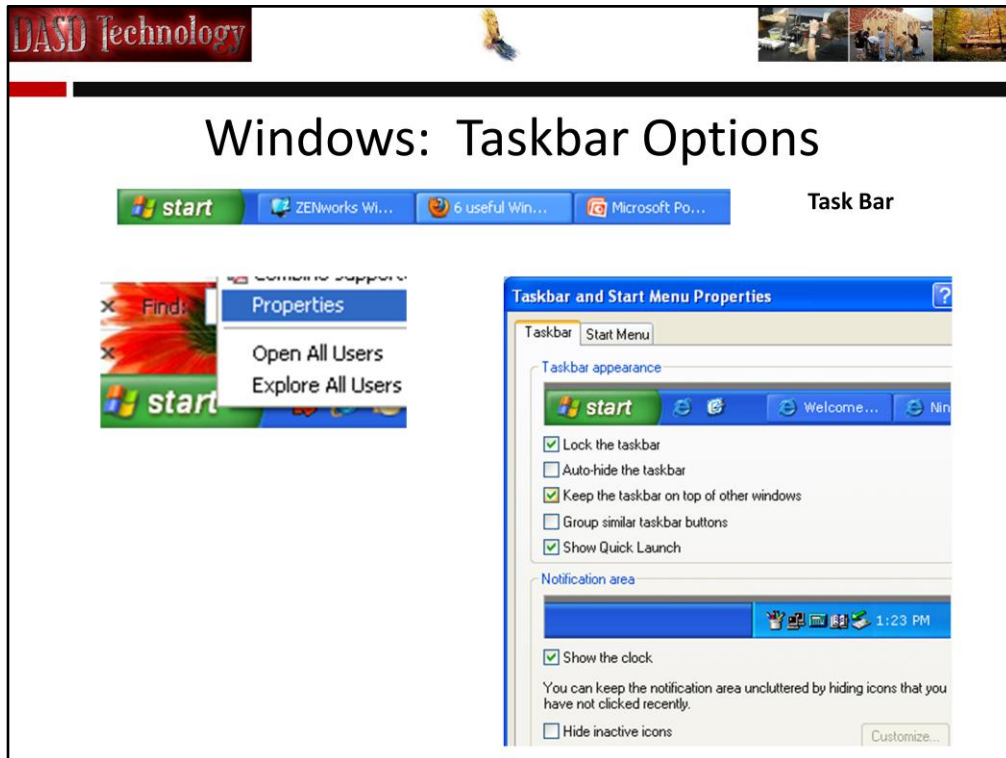


**Not full screen**  
**Normal view**

**Full screen**  
**All toolbars and menus disappear**

**F11** to toggle

The F11 function key toggles between full screen and normal screen in Windows

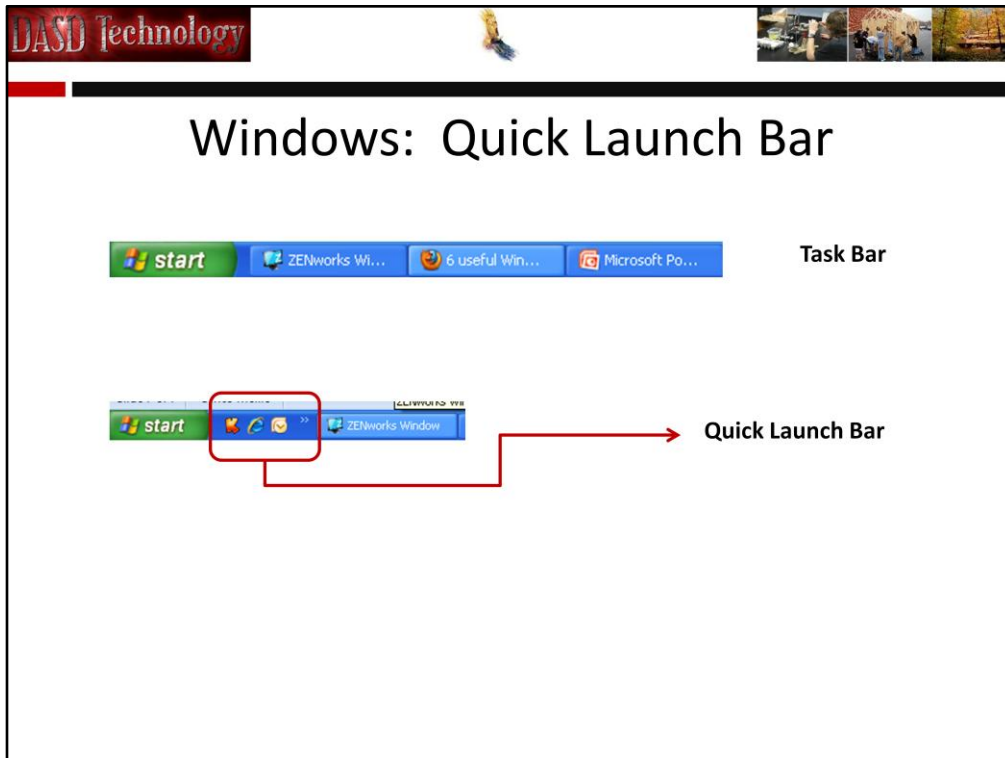


## Task Bar Options

- Right mouse click Start
- Select Properties
  - Lock taskbar:** hides all sizing handles on the taskbar so you can't accidentally move or resize it
  - Auto-hide taskbar:** The taskbar will be hidden most of the time so as to not take up any space on the screen. To make it visible, move the mouse pointer to the very bottom of your screen.
  - Keep taskbar on top of other windows:** taskbar is visible at all times
  - Group similar taskbar buttons:** Allows multiple taskbar buttons to collapse into a single button so the buttons don't become too small to see on the taskbar.
  - Show Quick Launch:** Displays the optional Quick Launch toolbar to the right of the Start button.

Credits: <http://www.coolnerds.com/XP/Taskbar/xpTaskbar.htm>

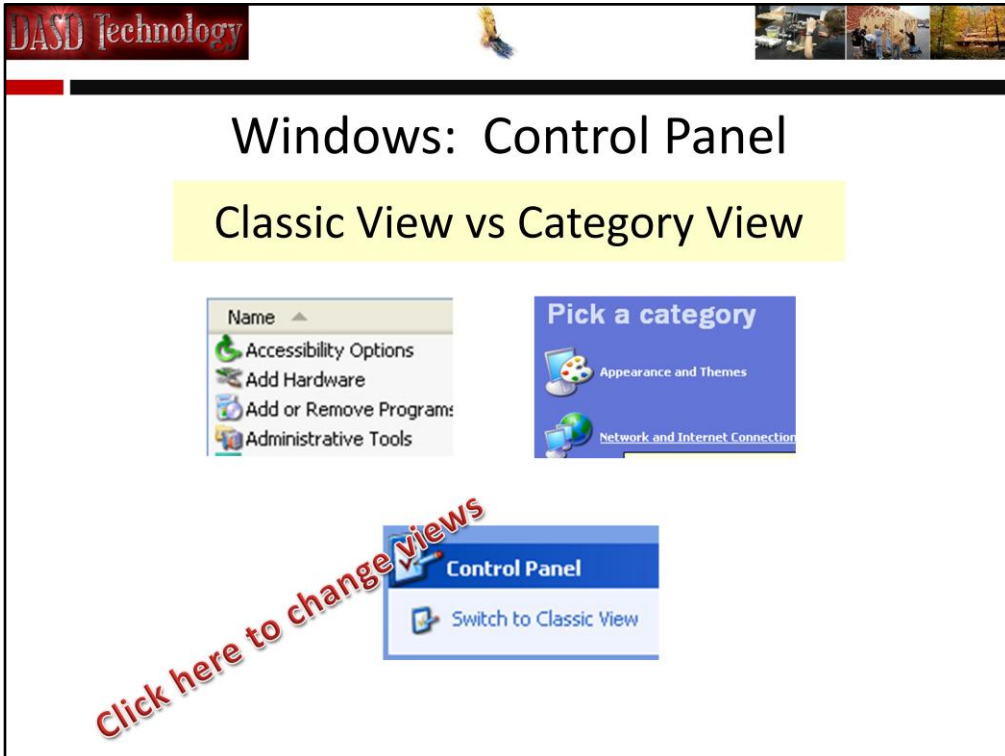




### Quick Launch Bar

- To right of Start button when activated
- Access to frequently used programs on the Start Menu
- To activate:
  - Right mouse click on an “open” area of task bar
  - Toolbars
  - Click Quick Launch Bar
  - Deactivate in same manner as above

Credits: <http://www.coolnerds.com/XP/Taskbar/xpTaskbar.htm>



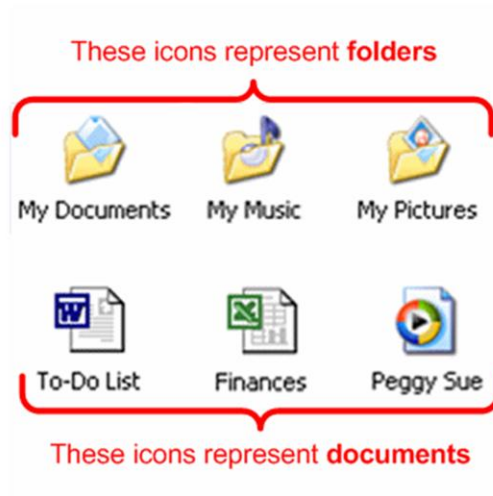
### Control Panel

- Start/Control Panel
- Change view in upper left

Credits: <http://www.coolnerds.com/XP/Taskbar/xpTaskbar.htm>



## Windows: Folders/Files



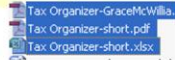
- Folders are containers for documents
- All documents must be opened with a program
- Sample on this page shows documents to be opened with Word, Excel and Windows Media Player

Credits: <http://www.coolnerds.com/XP/Taskbar/xpTaskbar.htm>



# Windows: Moving Files

## Contiguous Files



- Click once on first file
- Hold down Shift key
- Point to last file and click
- Release shift key
- Without clicking place cursor within the highlighted files
- Hold down left mouse
- Drag to desired folder
- When over folder, release mouse

Shared--files for copying/moving

## Non-Contiguous Files



- Click once on first file
- Hold down CTRL key
- Point to desired files and click on each
- Release CTRL key
- Without clicking place cursor within one of the highlighted files
- Hold down left mouse
- Drag to desired folder
- When over folder, release mouse





# Windows: Creating Folders

## Devices with Removable Storage

AMCWILLIAMS (A:)



Double click where you want folder to be in My Computer

Right mouse click in "white space"  
Click New  
Click Folder

Begin typing new folder name; do not have to delete the words "New Folder"

**If the New Folder looks like left** then  
Right mouse click on New Folder  
Select Rename  
Type name of folder



# Outlook Email—Within District Changing View

**View**

To-Do Bar  
Reading Pane

Navigation Pane

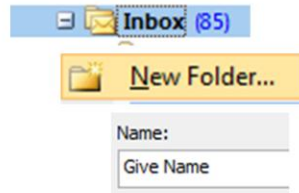
- Mail
  - Favorite Folders
  - Mail Folders
  - All Mail Items
    - Mailbox - Angie McI
      - Deleted Items (6)
      - Drafts (10)
      - Inbox (84)
        - 2010-2011 PDP
        - Act 48 (138)
        - CFF\_SAS (302)
        - District
        - DL

Normal  
Minimized  
Off Alt+F1

**Experiment**



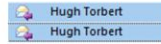
## Outlook Email—Within District Creating Folders



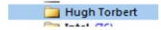
- Right mouse click on the place the folder should go (i.e. Inbox, or a subfolder to an already created folder)
- Select New Folder
- Type name for new folder



## Outlook Email—Within District Moving Emails into Folders



Select desired email(s)



Hold down left mouse  
Drag to desired folder  
Release mouse

- Select the desired emails
  - ☐ CTRL Click to select noncontiguous
  - ☐ Click once on first email; point and click with left mouse on last email for contiguous
- Hold down left mouse and drag to folder and release mouse





# Outlook Email—Within District Add Signature Line

Tools

Options...

Mail Format

Signatures



Create and edit signatures for outgoing messages, replies and forwards.

Signatures...

E-mail Signature Personal Stationery

Select signature to edit

adm

Set up as desired



# Outlook Email—Within District Create a Rule

## Tools

Rules and Alerts...

New Rule...

Step 1: Select a template

### Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject



Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
from Hugh Torbert  
move it to the Hugh Torbert folder

Next >

Next >

Next >

Finish rule setup.

Step 1: Specify a name for this rule

Hugh Torbert

Finish

OK



## Outlook Email

**Your**  



# Microsoft Word 2007

## Insert Caption



Happy 4th of July 1

1. Select the object
2. Click the **Reference** menu
3. Click **Insert Caption** in the Captions section
4. In the **Label** box, select the type of label type IF caption is for a table, figure or equation; otherwise . . .
5. Select New Label and type description of object
6. In the **Position** box, specify the placement of the label
7. Click **OK**

Credits: <http://wordprocessing.about.com/od/microsoftword2007/qt/captions2007.htm>



## Microsoft Word 2007 Insert Watermark



**Custom**

DRAFT

**Pre-Made**

1. Click Page Layout Menu
2. Under Page Background group, select Watermark
3. Select a pre-made watermark or create a custom watermark

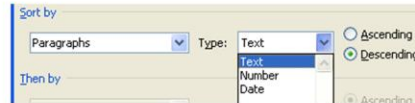
Credits: <http://wordprocessing.about.com/od/microsoftword2007/qt/captions2007.htm>



## Microsoft Word 2007

### Sort Lists

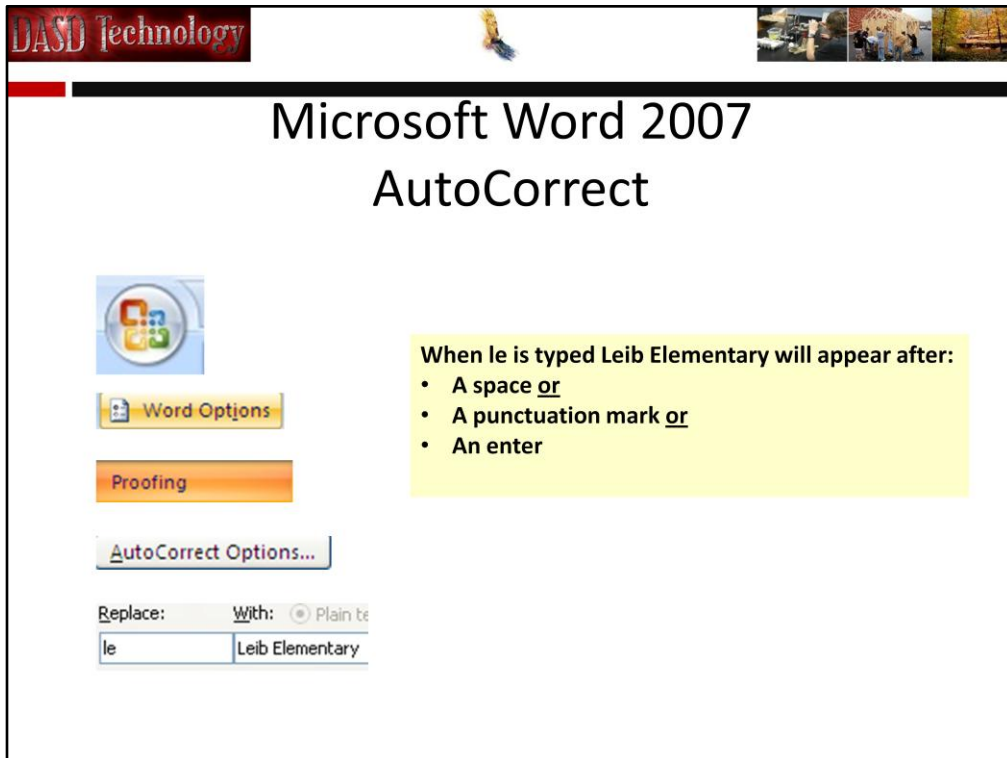
Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday



Wednesday  
Tuesday  
Thursday  
Sunday  
Saturday  
Monday  
Friday

1. Type lists
2. Select list to be sorted
3. Click Home/Paragraph Group
4. Click the A/Z icon
5. Select options

Credits: <http://wordprocessing.about.com/od/microsoftword2007/qt/captions2007.htm>



1. Click the Office Button
2. Click the Word Options icon in lower right
3. Click Proofing
4. Click AutoCorrect Options
5. In the replace box, type letter combination
6. In with box, type what the letter combination should equal
7. Click OK



# Microsoft Word 2007

## Save Files as PDF

When adding files to eChalk  
or other websites, ALWAYS  
save files as PDF

1. Save the completed document FIRST as Word, Excel, PPT, or Publisher
2. Click Office Button
3. Click Save As
4. At bottom under Files of Type select PDF
5. Click Save





# Microsoft Powerpoint (PPT) 2007 Shortcuts

<http://www.bitbetter.com/powerkeys.htm>



## Microsoft PPT 2007 Photo Album

- **Insert**
- **Photo Album**
- **Select Photos**
- **IF captions desired, click a layout other than “fit to slide”**
- **Other options as desired**



## Microsoft PPT 2007

### Smart Art INSTEAD OF Bullets

- Convert bulleted list
- Select placeholder
- Home
- Paragraph Group
- Convert to Smart Art



Convert bulleted list

Select placeholder

Home

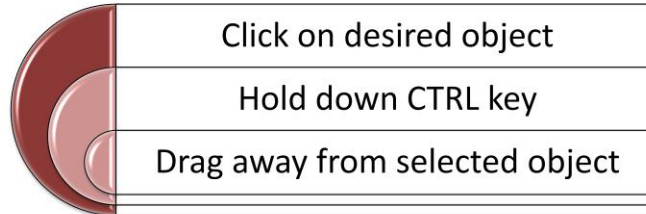
Paragraph Group

Convert to Smart Art



## Microsoft PPT 2007

### Make a Copy of an Object



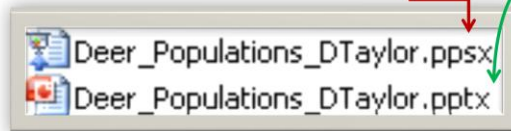


## Microsoft PPT 2007

### Save a PPT as a PPT Show

A file saved/opened as a SHOW opens into full screen

- AFTER PPT file is completed, save as **PPT**
- Do a SAVE AS and then select the save as file type as **PowerPoint Show**





## Microsoft PPT 2007

### You Experiment

- WordArt
- SmartArt
- Hyperlink
- Picture, Clip Art, and/or Shapes (picture formatting options)
- Design Themes
- Others

JPEG and PNG images are best for smaller file size and compression capability.